

**CITY OF RIVERSIDE COUNCIL TENTATIVE AGENDA**

**RIVERSIDE CITY HALL COUNCIL CHAMBERS**

**60 N GREENE STREET**

**Monday, October 3rd, 2016 at 6:30 p.m.**

**6:30 PM – Regular City Council Meeting**

**NOTICE TO THE PUBLIC:**

**This is a meeting of the City Council to conduct the regular business of the City. Every item on the agenda is an item of discussion and action if needed.**

**CALL MEETING TO ORDER: Mayor Schneider**

- Pledge of Allegiance
- Roll Call

**APPROVAL OF AGENDA:**

**1. Approve Consent Agenda**

1. a) Minutes from 09-19-16
1. b) Expenditures 10-03-16
1. c) RACC Liquor Permit

**2. Committee Reports:**

- RACC- Herky Statue

**3. Citizens Comments:**

*This time is for items NOT on the agenda. Please notify the City Clerk if you wish to comment on an agenda item and you will be recognized when that item comes up. When citizens are recognized to speak, please approach the podium, spell your first and last name before proceeding. Citizens should refrain from addressing individual Council Members and should not expect a response to any questions. Time is limited to 3 minutes.*

**4. Res #10032016-01 “Resolution for donation to B & B Fundraiser”**

**5. Closed Session pursuant to Iowa Code Section 21.5(1)(j) – Real Estate**

- Vote to go into Closed Session
- Vote to come out of Closed Session & return to Open Meeting

**6. Motion to proceed as directed in Closed Session**

- 7. MMS Consultants Update: Some items may need action.**
  - Cherry Lane Subdivision
  - Casey's Sanitary Sewer
  - Huffman's Water Issue – 141 Hickory Street
  - McGuire's Water Issue – 241 E 4<sup>th</sup> Street
  - Ron Popham Manhole Issue
  - Ella Street Project
- 8. Res #10032016-02 “Resolution Approving Pay Request #2 – KMA Trucking”**
- 9. HR Report – Paul Gruefe (Motion for action, if needed)**
- 10. SECOND READING-ZONING ORDINANCE**  
**Accepting new Zoning Ordinance**
- 11. Res #10032016-03 “Resolution to accept new Zoning Ordinance”**
  - Waive 3<sup>rd</sup> Reading
- 12. Res #10032016-04 “Resolution to set date for Public Hearing**  
**Sale of property to east of Bud's Custom Meats to Doug Havel”**
- 13. Res #10032016-05 “WCRF Grant Application - RACC”**
- 14. Res #10032016-06 “WCRF Grant Application – Three Seasons Shelter”**
- 15. Res #10032016-07 “Resolution to allow RACC to place Kirk Statue on City Property”**
- 16. Remove trees at Van Zante's along River Street**
- 17. Additional help for Streets and Parks**
- 18. City Clerks Comments**
- 19. City Council Comments & Requests for Information**
- 20. Adjourn Council Meeting**

Approved: \_\_\_\_\_  
Allen Schneider, Mayor

Date: \_\_\_\_\_

## RIVERSIDE CITY COUNCIL MEETING; SEPTEMBER 19, 2016

The Riverside City Council meeting opened at 6:35 pm in City Hall with Mayor Pro Tem Schnoebelen requesting roll call. Council members present were: Ralph Schnoebelen, Jeanine Redlinger, Bob Schneider Jr., Tom Sexton, and Rob Weber.

Motion by Schneider to approve agenda. Second by Redlinger, passed 5-0.

Motion by Schneider to approve consent agenda, minutes, and expenditures, pulling Schnoebelen Inc. invoice for separate vote. Second by Redlinger, passed 5-0. Schneider moved to pay the Schnoebelen Inc. invoice, second by Weber. Passed 4-0, Schnoebelen abstained.

Resolution #09192016-01 B & B Fundraiser donation was tabled for more information of what was needed. Weber suggested purchasing an item for the auction. Clerk will contact Sandie Ubben.

Schnoebelen open Public Hearing on new Zoning Ordinance at 6:47 pm. There were no written or oral comments. Schnoebelen closed Public Hearing at 6:48 pm. Chad Sands, of East Central Iowa Council of Governments, was on hand to answer council questions of the updated ordinance. Schneider and Schnoebelen thought that the council needed a work session to discuss the changes to the ordinance. Work Session was set for September 29, 2016 at 6:30 pm. Schneider moved to pass the first reading of Zoning Ordinance on Resolution #09192016-02. Second by Redlinger, passed 5-0.

Public Hearing for sale of City property to Doug Havel was tabled due to the notice from Washington County Auditor requiring the formation of a sub-division.

Written updates on street projects were given to council in packet: Cherry Lane has been mowed, graded and seeded. Schneider asked about dirt, soil test, and top soil. Council would like to have Electric and Cable easements approved at next meeting.

Discussion of water issue at 241 E 4<sup>th</sup> Street. Schneider moved to get estimates on water main replacement, have Clerk contact leak detectors to see who could get here first, and help homeowners with cost to run sump pumps. Second by Redlinger, passed 5-0.

Schneider moved to table HR report until next meeting. Second by Weber, passed 5-0.

Schneider moved to pass Resolution #09192016-04 WCRF Grant Application for Riverside Ball Assoc. Second by Weber, passed 5-0.

Schneider moved to go into Closed Session pursuant to Iowa Code Sec. 21.5 (1)(i) at 7:46 pm for employee evaluations. Second by Redlinger, passed 5-0.

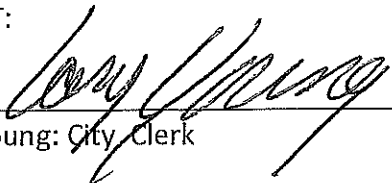
Schneider moved to returned to open session at 9:50 pm. Second by Redlinger, passed 5-0.

Redlinger moved to adjourn meeting at 9:22 pm. Second by Sexton, passed 5-0.

Full content of Council Meetings can be viewed on the City Web Site;  
[www.cityofriversideiowa.com](http://www.cityofriversideiowa.com)

City Council Work Session – September 29, 2016 at 6:30 pm.  
NEXT CITY COUNCIL MEETING – Monday, October 3, 2016 at 6:30 pm.

ATTEST:

  
\_\_\_\_\_  
Lory Young: City Clerk

  
\_\_\_\_\_  
Ralph Schnoebelen; Mayor Pro Tem

EXPENDITURES 10-03-16				
COUNCIL MEETING				
UNPAID BILLS				
ALLIANT ENERGY	PARKS	001-5-430-6371	\$	417.83
ALLIANT ENERGY	SEWER	610-5-815-6371	\$	947.34
ALLIANT ENERGY	WATER	600-5-810-6371	\$	104.42
ALLIANT ENERGY	FIRE STATION	001-5-150-6330	\$	445.85
ALLIANT ENERGY	CITY HALL	001-5-650-6371	\$	489.02
ALLIANT ENERGY	COMM BUILD	001-5-460-6371	\$	160.15
ALLIANT ENERGY	STREET LIGHTS	001-5-230-6371	\$	1,246.18
BOUND TREE	FIRST RESPONDERS	001-5-160-6490	\$	77.99
CARUS	WATER SUPPLY	600-5-810-6501	\$	1,202.76
JOHNSON CO. REFUSE	SEPTEMBER SERVICE	670-5-840-6499	\$	1,784.70
ITECH	SEPT SERVICE	001-5-650-6497	\$	155.00
IOWA DNR	WATER USE PERMIT FEE	600-5-810-6245	\$	66.00
KINGS MATERIAL	VETS PARK	001-5-430-6320	\$	446.40
KOCK BROTHERS	COPIER	001-5-650-6496	\$	707.59
MUNICIPAL MANAGEMENT CORP	LEAK DETECTOR	600-5-810-6499	\$	1,000.00
PJ GREUFE	HR CONSULTING	001-5-650-6499	\$	630.00
PEOPLE SERVICE, INC	WATER- OCTOBER	600-5-810-6500	\$	10,485.00
PEOPLE SERVICE, INC	SEWER-OCTOBER	610-5-815-6500	\$	10,485.00
PITNEY BOWES	POSTAGE	600-5-810-6508	\$	340.00
PITNEY BOWES	POSTAGE	610-5-815-6508	\$	340.00
STUELKE, JAY	INSPECTIONS	001-5-170-6499	\$	52.50
RIVERSIDE HISTORY CENTER	3RD QTR GRANT	145-5-650-6413	\$	5,617.64
US CELLULAR	SEPT BILLING	001-5-210-6373	\$	66.73
YAHNKE, NATE	MOWING	001-5-430-6320	\$	90.00
YOUNG, LORY	OCT CELL	001-5-650-6373	\$	50.00
YOUNG, LORY	MILEAGE	001-5-650-6240	\$	37.80
	TOTAL UNPAID BILLS		\$	37,445.90
	PAID BILLS			
DELTA DENTAL	BILLING- OCT		\$	533.78
LINCOLN NATIONAL	LIFE, AD&D INS PREMIUMS -AUGUST		\$	301.03
MEDIACOM	SEP PHONE-INTERNET	001-5-650-6373	\$	328.65
WELLMARK INS.	OCTOBER BILLING		\$	6,039.84
INTERSTATE POWER & LIGHT	CHERRY INSTALLATION	301-5-750-6772	\$	19,849.78
WATER DEPOSIT REFUNDS	PER AUDIT REPORT FY14/15 (<2012)	600-4-810-1-4501	\$	6,050.00
	TOTAL PAID EXPENDITURES		\$	33,103.08
	TOTAL ALL EXPENDITURES		\$	69,737.59

PACKET: 02859 EXPENDITURES 10-03-16 BL  
 VENDOR SET: 01 City of Riverside  
 SEQUENCE : ALPHABETIC  
 DUE TO/FROM ACCOUNTS SUPPRESSED

\*\* T O T A L S \*\*

INVOICE TOTALS 37,445.90  
 DEBIT MEMO TOTALS 0.00  
 CREDIT MEMO TOTALS 0.00

BATCH TOTALS 37,445.90

\*\* G/L ACCOUNT TOTALS \*\*

BANK	YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM	
					ANNUAL BUDGET	BUD AVAIL
	2016-2017	001-2020	ACCOUNTS PAYABLE	5,073.04-*		
		001-5-150-6330	FIRE DEPT - ELECTRIC & G	445.85	8,000	6,
		001-5-160-6490	EMS SERVICES OPERATING E	77.99	6,500	6,
		001-5-170-6499	BUILDING INSPECTOR - CON	52.50	3,000	2,
		001-5-210-6373	STREET PHONE EXPENSE	66.73	1,500	
		001-5-230-6371	ELECTRIC FOR STREET LIGH	1,246.18	17,000	11,
		001-5-430-6320	GROUNDS MAINTENANCE	536.40	11,000	9,
		001-5-430-6371	PARK ELECTRIC & GAS	417.83	8,000	3,
		001-5-460-6371	ELECTRIC & GAS	160.15	1,500	
		001-5-650-6240	MEETINGS & CONFERENCES	37.80	4,000	2,
		001-5-650-6371	ELECTRIC & GAS	489.02	5,500	3,
		001-5-650-6373	TELEPHONE	50.00	3,000	1,
		001-5-650-6496	COPIER	707.59	3,000	1,
		001-5-650-6497	COMPUTER SUPPORT	155.00	4,500	
		001-5-650-6499	CONTRACT SERVICES	630.00	10,000	3,
		145-2020	ACCOUNTS PAYABLE	5,617.64-*		
		145-5-650-6413	HISTORY CENTER GRANT	5,617.64	15,000	4,
		600-2020	ACCOUNTS PAYABLE	13,198.18-*		
		600-5-810-6245	MISC WATER PERMITS	66.00	250	
		600-5-810-6371	ELECTRIC AND GAS	104.42	32,000	24,
		600-5-810-6499	CONTRACT SERVICES	1,000.00	5,000	
		600-5-810-6500	PEOPLE SERVICE CONTRACT	10,485.00	0	10,
		600-5-810-6501	CHEMICALS	1,202.76	25,000	19,
		600-5-810-6508	POSTAGE - WATER	340.00	2,000	
		610-2020	ACCOUNTS PAYABLE	11,772.34-*		
		610-5-815-6371	ELECTRIC & GAS	947.34	58,000	46,
		610-5-815-6500	PEOPLE SERVICE CONTRACT	10,485.00	0	10,
		610-5-815-6508	POSTAGE - SEWER	340.00	2,000	1,
		670-2020	ACCOUNTS PAYABLE	1,784.70-*		
		670-5-840-6499	JOHNSON CO REFUGE	1,784.70	22,500	15,
		999-1330	DUE FROM OTHER FUNDS	37,445.90 *		
			** 2016-2017 YEAR TOTALS	37,445.90		

**Becky LaRoche**

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**From:** Licensing@IowaABD.com  
**Sent:** Saturday, September 24, 2016 2:33 AM  
**To:** becky@cityofriversideiowa.com  
**Cc:** Licensing@IowaABD.com  
**Subject:** [POSSIBLE SPAM] Liquor License Pending Dram Shop

The following licensees have completed a renewal application and are awaiting dram certification:

<b>License #</b>	<b>License Status</b>	<b>Business Name</b>
	Pending Dram Shop	RACC (140 S ELLA Riverside Iowa, 52327)

Please do not respond to this email. Contact the Division's Licensing Section with questions regarding the application process or application status toll-free at 866.IowaABD (866.469.2223) (select option 1), locally at 515.281.7400 (select option 1).

For assistance by email contact [Licensing@IowaABD.com](mailto:Licensing@IowaABD.com)

No virus found in this message.

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Version: 2016.0.7797 / Virus Database: 4656/13096 - Release Date: 09/27/16

**RESOLUTION #10032016-01**

**RESOLUTION APPROVING A DONATION FROM CASINO FUNDS TO THE B & B AUTOMOTIVE FUND RAISER**

**Whereas**, the City of Riverside City Council would like to make a donation from Casino Funds to the B & B automotive Fund Raise for Brandon and Sean who were in an explosion at the shop in the amount of \$ \_\_\_\_\_ to purchase items for auction.

**Therefore**, be it resolved the City of Riverside City Council does hereby approve the donation of \$ \_\_\_\_\_ to assist the local business of B & B Automotive.

It was moved by Councilperson \_\_\_\_\_, seconded by Councilperson \_\_\_\_\_, to adopt the foregoing resolution.

Roll Call: Schneider, Redlinger, Sexton, Weber, Schnoebelen

Ayes:

Nays:

Absents:

Passed by the City Council of Riverside, Iowa and approved this 3<sup>rd</sup> day of October, 2016.

Signed: \_\_\_\_\_

Allen Schneider, Mayor

Attest: \_\_\_\_\_

Lory Young, City Clerk



**Lory Young**

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**From:** Sandie Ubben <sandieu@iowagymnest.com>  
**Sent:** Wednesday, September 28, 2016 11:25 AM  
**To:** Lory Young  
**Subject:** Re: Fund Raiser

I will gladly come to the next meeting; I am assuming it is Oct. 3 at 6:30.....just let me know if it is any different than that.

Thanks for your help with this. I had spoken with Jeanine Redlinger about a few items, these are the things I plan to suggest:

a certificate for a rifle (checking on the legality issues)

a TV (several on sale at Best Buy right now)

a Blu-ray player

anything they can find on sale (recently saw dorm sized TV's for \$40 at Wal-mart)

gift certs. or gift cards (they always go for more than face value) and we would most likely pair it with another item.

Feel free to call me if that is easier for you.....and thanks agian! Sandie 319-939-6965

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Version: 2016.0.7797 / Virus Database: 4664/13100 - Release Date: 09/27/16

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Version: 2016.0.7797 / Virus Database: 4664/13104 - Release Date: 09/28/16

**RESOLUTION #10032016-02**

**RESOLUTION APPROVING PAY REQUEST #2 FROM KMA TRUCKING & EXCAVATING, LLC FOR CASEY'S SEWER IMPROVEMENTS PROJECT**

**Whereas**, the City of Riverside City at the recommendation of the City Engineering Firm, MMS Consultants, Scott Pottorff and it is the opinion of the City Engineering Firm that the City Council accept this pay estimate from KMA Trucking & Excavating for work performed and billed on Pay Request #2 for the Casey's Sewer Improvements Project.

**Therefore**, be it resolved the City of Riverside City Council does hereby approve this pay request to KMA Trucking & Excavating LLC for the Casey's Sewer Improvements Project in the amount of \$4,773.75.

**Moved by** Councilperson \_\_\_\_\_ seconded by Councilperson \_\_\_\_\_, to adopt the foregoing resolution on October 3rd, 2016.

Roll Call: Weber, Schneider, Sexton, Schnoebelen, Redlinger

Ayes:

Nays:

Absents:

Signed: \_\_\_\_\_

Allen Schneider, Mayor

Attest: \_\_\_\_\_

Lory Young, City Clerk

**Lory Young**

---

**From:** Scott Pottorff <S.pottorff@mmsconsultants.net>  
**Sent:** Wednesday, September 28, 2016 11:58 AM  
**To:** Lory Young  
**Cc:** g.meisner@mmsconsultants.net; Clint Albrecht  
**Subject:** Casey's Sanitary Sewer Pay Request #2  
**Attachments:** 2245022payrequest2.pdf; \_Certification\_.htm

Please find attached pay request #2 for the Casey's Sanitary Sewer Project. I recommend approval of this pay request.

There are a couple of clean up items yet to be addressed before final acceptance of this project. I have been in contact with the contractor regarding the remaining items.

Let me know if you have any questions.

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**MMS Consultants, Inc.**  
*Experts in Planning and Development Since 1975*

**Scott Pottorff, P.E.**

*Project Manager*

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Mobile: (319) 631-0365

[S.pottorff@mmsconsultants.net](mailto:S.pottorff@mmsconsultants.net)

[www.mmsconsultants.net](http://www.mmsconsultants.net)

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CONSTRUCTION PROGRESS PAYMENT

Project Description	<u>Casey's Sanitary Sewer</u>	PN:	<u>2245022</u>
Contract Date	<u>6-Jun-16</u>		
Contractor:	<u>KMA Trucking and Excavating, LLC</u>	Owner:	<u>City of Riverside</u>
Address:	<u>22050 277th Avenue</u>	Attn:	<u></u>
City, St., Zip:	<u>LeClaire, IA 52753</u>	Address:	<u>60 N. Greene Street</u>
Phone:	<u>563-940-1982</u>	City, St., Zip:	<u>Riverside, IA 52327</u>
Fax:	<u>888-374-0381</u>	Phone:	<u>319-648-3501</u>
		Fax:	<u></u>

Estimate #	<input checked="" type="checkbox"/> 2	FOR PERIOD:	Owner PN
	<input type="checkbox"/> Partial Payment	FROM: <u>7/25/16</u>	Federal PN
	<input type="checkbox"/> Final Payment	TO: <u>9/23/16</u>	State PN

Base Contract Price	\$32,512.00	Materials on Hand	\$ -
Change #		Construction Completed	\$30,812.00
Change #		Total Earned	\$30,812.00
Change #		Less Retainage	\$1,540.60
Change #		Less Previous Payment	\$24,497.65
Change #		Amount Due This Est	\$4,773.75
Total Contract	\$32,512.00		

Requested by:	<u>Clint Albrecht</u>	Approved by:	<u></u>
Title:	<u>Project Manager</u>	Title:	<u></u>
Date:	<u></u>	Date:	<u></u>
Recommended by:	<u>Scott Pottorff</u>	Attested by:	<u></u>
Title:	<u>Project Engineer</u>	Title:	<u></u>
Date:	<u></u>	Date:	<u></u>

MMS Consultants, Inc.  
1917 South Gilbert Street, Iowa City, IA 52240

i:\proj\forms\payreqst.xls

Casey's Sanitary Sewer

Pay Estimate No.: 2  
 Payable to: KMA Trucking and Excavating  
 Date: September 23, 2016  
 Week Ending: September 23, 2016

Item No.	Item Description	Units	Contract Quantity	Unit Price	Contract Amount	Quantity This Estimate	Amount This Estimate	To Date Quantity	To Date Amount
1	Traffic Control	LS	1	\$3,000.00	3,000.00	0.25	750.00	1.00	3,000.00
2	Off Site Topsoil	CY	100	\$10.00	1,000.00	30.00	300.00	30.00	300.00
3	Trench Foundation	TONS	25	\$20.00	500.00	-	-	-	-
4	Replacement of Unsuitable Backfill Material, Granular Backfill	CY	50	\$10.00	500.00	-	-	-	-
5	Sanitary Sewer Gravity Main, Trenched, PVC (SDR 26), 8" Dia.	LF	312	\$50.00	15,600.00	-	-	312.00	15,600.00
6	Remove Existing Sanitary Sewer	LF	312	\$12.00	3,744.00	-	-	312.00	3,744.00
7	Sanitary Sewer Existing Service Lateral Reconnection	EA	2	\$750.00	1,500.00	-	-	2.00	1,500.00
8	Remove and Replace Driveaway Culverts	EA	2	\$1,000.00	2,000.00	2.00	2,000.00	2.00	2,000.00
9	Sanitary Manhole, Type SW-301, 48" Dia	EA	2	\$2,500.00	5,000.00	-	-	2.00	5,000.00
10	Connect Existing Sanitary Sewer to New Manhole	EA	1	\$750.00	750.00	-	-	1.00	750.00
11	Granular Driveaway, 6"	SY	80	\$10.00	800.00	80.00	800.00	80.00	800.00
12	Seeding, Fertilizing and Mulching, Permanent, Type, 1	AC	0.2	\$4,000.00	800.00	0.20	800.00	0.20	800.00
13	SWPPP Management	LS	1	\$750.00	750.00	0.50	375.00	1.00	750.00
<b>TOTAL CONTRACT</b>					<b>32,512.00</b>		<b>5,025.00</b>		<b>30,812.00</b>

Retainage \_\_\_\_\_ 5% \$ 1,540.60  
 Total Value of Completed Work Less Retainage \$ 29,271.40  
 Previous Payments \$ 24,497.65  
 Current Payment Due \$ 4,773.75

Pay Estimate #1  
 Pay Estimate #2  
 Pay Estimate #3

**Lory Young**

---

**From:** Scott Pottorff <S.pottorff@mmsconsultants.net>  
**Sent:** Tuesday, September 20, 2016 9:26 AM  
**To:** Lory Young  
**Cc:** g.meisner@mmsconsultants.net  
**Subject:** FW: Cherry Lane Addition - Riverside  
**Attachments:** cherry lane.pdf; \_Certification\_.htm

Here is what Alliant had proposed for facilities. Not sure how the Council wants to proceed with these. Sorry I am just now getting this to you after we discussed last week.

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**MMS Consultants, Inc.**  
*Experts in Planning and Development Since 1975*

**Scott Pottorff, P.E.**

*Project Manager*

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Mobile: (319) 631-0365

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[www.mmsconsultants.net](http://www.mmsconsultants.net)

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**From:** Stogdill, Loreen [<mailto:LoreenStogdill@alliantenergy.com>]

**Sent:** Wednesday, September 7, 2016 11:02 AM

**To:** Scott Pottorff; 'Eggers, Kelly A'; [kfountain@mediacomcc.com](mailto:kfountain@mediacomcc.com)

**Cc:** Lory Young; 'Glen Meisner'

**Subject:** RE: Cherry Lane Addition - Riverside

Hi all,

I ordered materials for this job soon after I got the check from the city in late June. There was some hold up getting the pad mount transformers as they are dual voltage in anticipation of voltage increase throughout our entire system in the future. Due to our local crews work load, we are waiting for a contractor to do this job. The last I heard, it was looking like the latter part of September before we can look for a crew to be on site.

The design is completed and the north side of Cherry Lane will have underground primary, 2 pad mount transformers and 2 secondary pedestals along the front lot lines. I've attached a copy of the map/design that was sent to the city with the contract back in March. The south side of Cherry Lane will be served from back lot line facilities that was put in for north side of Buckeye Lane and we can set temporary services for lots 9 – 16 at any time builders are ready.

Thank you and I'll be in touch when I have a better idea of when to expect the contract crew.

Loree

Loree Stogdill  
Field Engineering Specialist II

Alliant Energy, 220 E 3<sup>rd</sup> St, Washington, IA 52353

Office: 319-653-8221; Fax: 319-653-8226

[LoreenStogdill@alliantenergy.com](mailto:LoreenStogdill@alliantenergy.com)

---

**From:** Scott Pottorff [<mailto:S.pottorff@mmsconsultants.net>]  
**Sent:** Wednesday, September 07, 2016 9:31 AM  
**To:** Stogdill, Loree; 'Eggers, Kelly A'; [kfountain@mediacomcc.com](mailto:kfountain@mediacomcc.com)  
**Cc:** Lory Young; 'Glen Meisner'  
**Subject:** Cherry Lane Addition - Riverside

At the Council meeting last night it was discussed about getting utilities installed for this subdivision constructed by the City. Can you give us an update on your schedule for installing facilities? Also if you have design completed, including proposed location of facilities, we would be interested in seeing what is proposed. There was discussion last night about whether facilities would be installed at the front of the lots or in the back.

Please let us know your schedule for install or if there is something else you need from the City before installing.

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**Scott Pottorff, P.E.**

*Project Manager*

Office: (319) 351-8282

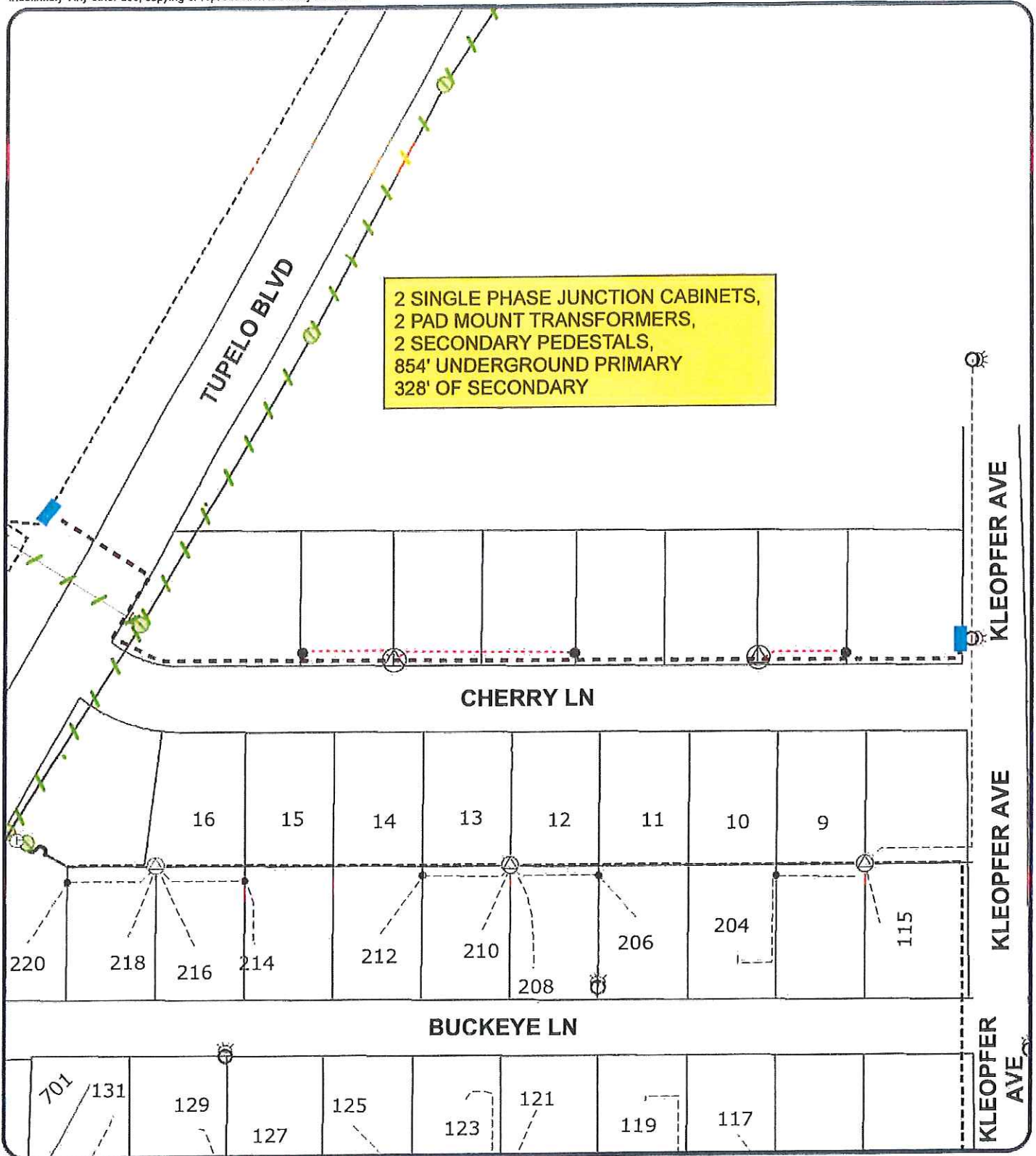
Mobile: (319) 631-0365

[S.pottorff@mmsconsultants.net](mailto:S.pottorff@mmsconsultants.net)  
[www.mmsconsultants.net](http://www.mmsconsultants.net)

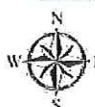
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1:1,500

CITY OF RIVERSIDE - CHERRY LANE  
 854' UNDERGROUND PRIMARY EXTENSION - 8 LOTS  
 EXHIBIT A



**Lory Young**

---

**From:** Scott Pottorff <S.pottorff@mmsconsultants.net>  
**Sent:** Tuesday, September 20, 2016 10:59 AM  
**To:** Lory Young  
**Cc:** g.meisner@mmsconsultants.net  
**Subject:** FW: Cherry lane - Riverside  
**Attachments:** img-920103836-0001.pdf; \_Certification\_.txt

See attached for rough layout of **Windstream proposed facilities**. It looks like they plan to be in the back yards so hopefully this is acceptable to the Council. Not sure what we need to do next for this.

Sign up for our newsletter – We promise short, meaningful updates just six times a year.

Scott Pottorff, P.E.  
Project Manager  
Office: (319) 351-8282  
Mobile: (319) 631-0365  
[S.pottorff@mmsconsultants.net](mailto:S.pottorff@mmsconsultants.net)  
[www.mmsconsultants.net](http://www.mmsconsultants.net)

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-----Original Message-----

From: Eggers, Kelly A [<mailto:Kelly.A.Eggers@windstream.com>]  
Sent: Tuesday, September 20, 2016 10:50 AM  
To: 'Scott Pottorff'  
Cc: Glen Meisner; Lair, Mary  
Subject: Cherry lane - Riverside

Scott,  
The attached shows Windstream facilities for Cherry Lane in Riverside. The south side is existing put in to serve Buckeye Lane. The north side will be new placed in the rear utility easement. At this point I don't have a good date when that will be complete.

Thanks,

Kelly Eggers  
Engineer II - OSP  
Outside Plant Engineer  
Mount Pleasant, IA  
319.385.5004  
[Kelly.a.eggers@windstream.com](mailto:Kelly.a.eggers@windstream.com)

-----Original Message-----

From: iamnppc03 [<mailto:xerox.scanner@windstream.com>]

Sent: Tuesday, September 20, 2016 10:39 AM

To: Eggers, Kelly A <[Kelly.A.Eggers@windstream.com](mailto:Kelly.A.Eggers@windstream.com)>

Subject: Scan from a Xerox WorkCentre

Please open the attached document. It was scanned and sent to you using a Xerox WorkCentre.

Number of Images: 1

Attachment File Type: PDF

Device Name: iamnppc03

Device Location:

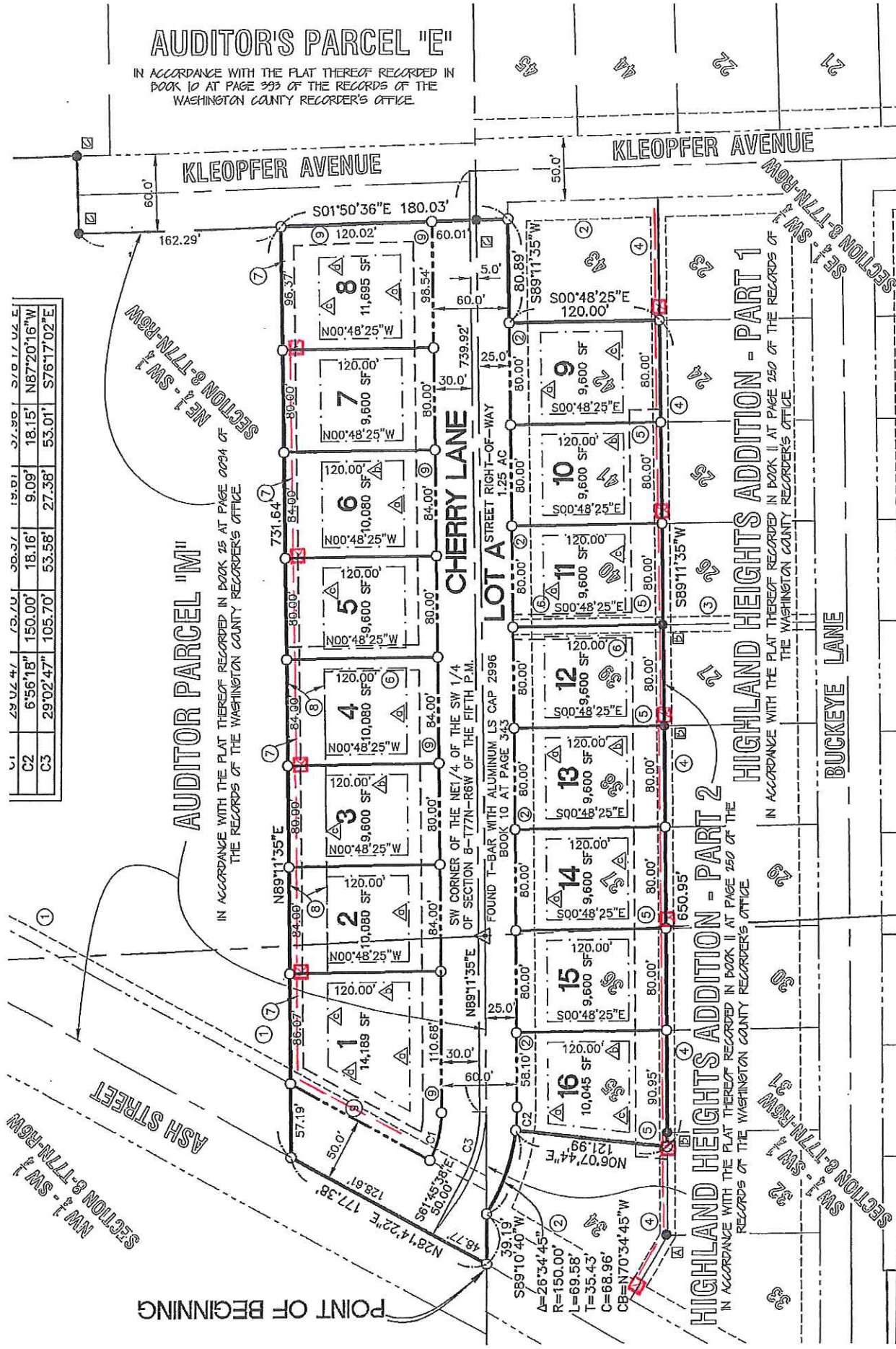
For more information on Xerox products and solutions, please visit <http://www.xerox.com/>

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**AUDITOR'S PARCEL "E"**

IN ACCORDANCE WITH THE FLAT THEREOF RECORDED IN BOOK 10 AT PAGE 393 OF THE RECORDS OF THE WASHINGTON COUNTY RECORDER'S OFFICE.

C1	29'02.47"	150.00'	18.16'	9.09'	13.01'	27.39'	37.01'	57.01'	121.02'
C2	6'56.18"	150.00'	18.16'	9.09'	13.01'	27.39'	37.01'	57.01'	121.02'
C3	29'02.47"	105.70'	53.58'	27.38'	53.01'	53.01'	53.01'	53.01'	53.01'



CIVIL  
LAND  
LANDSCAPE &  
ENVIRONMENTAL S  
  
1917 S. GI  
IOWA CITY, IC  
(319  
  
www.mmsconst

Date	Revision
02-19-16	PER GDM F
04-29-16	PER GDM SUBM

**FINAL F**  
**CHERRY LANE**  
**ADDITION**

RIVERSIDE  
WASHINGTON C  
IOWA  
MMS CONSULTA

Date:	02-
Designed by:	GDM
Drawn by:	RLW
Checked by:	GDM
Project No.:	IC 2245015

# City of Riverside Employee Benefit Analysis

2006 – 2011

## Summary of Findings

After a review of employee timecards, payroll summaries, and medical benefit and reimbursement programs, the following inaccuracies and inconsistencies were found totaling \$111,395.48:

- Flexible Benefits Plan (FSA) - \$54,525.03
- Unapproved Health Reimbursement Arrangement (HRA) - \$26,551.39
- Sick leave paid upon employee resignation - \$21,411.26
- Personal time paid in violation of accrual policy - \$4,980.21
- Vacation time paid in violation of accrual policy - \$3,342.43
- Overpayment of hours compared to timecards – \$1,555.96

## Flexible Benefits Plan (FSA) – Cafeteria Plan

In July of 2006, the Council adopted a 125 Flexible Benefits Plan (FSA) with Resolution 060506-2 allowing for pre-taxed medical benefits and dependent care expenses. It is unclear, based on the documents reviewed, as to the intent of the council regarding the administration of this plan. In my research, it appears that there was some belief was that the City of Riverside was to provide an allowance of “credits” for every employee. If the 2006 City Council intended to provide these credits for employees, I am unable to find any resolution or City of Riverside document that defines the amount of the credits on an annual basis.

Based, in part, on the State Audit findings, one interpretation was that the City intended to provide annual credits based on the City’s portion of paid benefits. So as an example (using 2008 numbers):

	Total Cost Per Month	% of Cost Paid by City	Total
Family Health Insurance	\$875.53	90%	\$787.98
Family Dental Insurance	\$110.20	90%	\$99.18
Life Insurance	\$4.30	100%	\$4.30
		Total Credits	\$891.46
		Total Credits Annually	\$10,697.52

If this interpretation is accurate, then eligible employees would be able to “purchase” \$10,697.52 worth of health benefits including; health, dental, life, HRA, and FSA, at no cost to the employee. By providing the same amount of credits to every eligible employee does provide equality, but doesn’t appear to be to most cost effective way to administer a benefit plan.

If this calculation was what the City Council intended, the actual City of Riverside calculation is in error every year from the establishment of the program. Additionally, every error was to the benefit of City employees.

Year	Actual Benefit Eligibility Calculation	City Benefit Eligibility Calculation
2007	\$7,781.70	\$8,798.55
2008	\$10,697.52	\$11,165.12
2009	\$13,034.77	\$13,606.24
2010	\$12,921.70	\$13,487.83
2011	\$13,563.43	\$14,157.64
2012	\$12,294.86	\$12,832.54

If the clear intent of the City Council was to offer every eligible employee the same amount of credits, then I would assume every eligible employee would use this “free” money every year, but that isn’t supported by the following data for a sample 4-year period.

**2008**

Year	Actual Benefit Eligibility Calculation	City Benefit Eligibility Calculation
2008	\$10,697.52	\$11,165.12

Employee	Amount “Purchased” With Credits (Paid by City)
Thomas	\$10,229.55 (Insurance, FSA, HRA)
Herrig	\$10,440.83 (Insurance)
Engel	\$7,393.09 (Insurance, FSA, HRA)
Lenz	\$5,196.36 (Insurance, FSA)

**2009**

Year	Actual Benefit Eligibility Calculation	City Benefit Eligibility Calculation
2009	\$13,034.77	\$13,606.24

Employee	Amount “Purchased” With Credits (Paid by City)
Thomas	\$12,786.79 (Insurance, FSA, HRA)
Herrig	\$13,011.96 (Insurance)
Engel	\$9,207.76 (Insurance, FSA)
Lenz	\$12,908.68 (Insurance, FSA)

**2010**

Year	Actual Benefit Eligibility Calculation	City Benefit Eligibility Calculation
2010	\$12,921.70	\$13,487.83

Employee	Amount "Purchased" With Credits (Paid by City)
Thomas	\$11,257.21 (Insurance, FSA, HRA)
Herrig	\$12,948.94 (Insurance)
Engel	\$9,641.73 (Insurance, FSA, HRA)
Lenz	\$13,041.84 (Insurance, FSA)

**2011**

Year	Actual Benefit Eligibility Calculation	City Benefit Eligibility Calculation
2011	\$13,563.43	\$14,157.64

Employee	Amount "Purchased" With Credits (Paid by City)
Thomas	\$7,379.28 (Insurance, FSA, HRA)
Herrig	\$11,172.69 (Insurance)
Engel	\$11,795.02 (Insurance, FSA, HRA)
Lenz	\$13,564.96 (Insurance, FSA)
Carter	\$11,222.95 (Insurance, FSA)

**Health Reimbursement Arrangement**

Documentation from Drenkow, the plan provider, shows that a Health Reimbursement Arrangement (HRA) was established in January 2007. The plan was created to cover insurance premium reimbursement only. It appears this was implemented because the current FSA plan did not allow for medical premiums paid by a spouse to be reimbursed tax free, a concern presented by Tina Thomas. The HRA agreement was signed by Tina Thomas and there is no corresponding Council Resolution that references the HRA.

This benefit was used by two employees between 2007 and 2012.

- Tina Thomas - \$17,900.13
- Kevin Engel - \$7,680.46

Fees associated with the management of this program totaled \$970.80 bringing the total of this plan to \$26,551.39 which was not authorized by the council.

**Sick Leave**

Resolution 011603-3, dated January 16, 2006, approved an employee benefit list which states: “there is no payment for sick leave after leaving the employment of the City of Riverside”.

Based on the review of payroll records between 2006 and 2011, two employees were paid for unused sick time in 2011.

	<b>Hours</b>	<b>Compensation</b>
<b>Thomas</b>	471.38	\$ 12,548.14
<b>Herrig</b>	423.87	\$ 8,863.12
<b>Total</b>	<b>895.25</b>	<b>\$ 21,411.26</b>

This action appears to be in conflict with the January 2006 employee benefit list. A search of Resolutions during the time period did not produce any Resolutions associated with payment to Thomas and/or Herrig for their accrued sick leave. However, the following Resolutions were identified as an indication that the 2006 list may not have been the most current version

- Additional Handbook/Employee Benefit Resolution 121707-1 dated December 17, 2007 (no documentation of changes available).
- Resolution 08062012 dated August 6, 2012, stated that 3 existing employees (Engel, Lenz and Hembry) would be paid their current sick time at their current wage upon termination of employment.

**Personal Time Accrual and Payouts**

Resolution 011603-3, dated January 16, 2006, approved an employee benefit list which states: “Birthday and (8) hours of employee’s choice per year may be used any time in the year if two weeks’ notice is given to the mayor. (16) hours total each year”

The December 2007 version of the employee handbook states that personal time must be used in the same year it was accrued.

Between 2008 and 2011, employees continued to carry over their personal time which was in violation of the existing handbook.

	<b>Year End Carry-Over</b>					
	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>
<b>Engel</b>	32	48	64	80	13.75	16
<b>Lenz</b>	16	32	48	64	77	16
<b>Herrig</b>	27	6.25	16	22	28	0*
<b>Thomas</b>	Unavail	Unavail	58.5	74.5	15	0*
<b>Leyden</b>	0	0	8	16	8	0

In 2010, Engel utilized a significant portion of his balance and Thomas was paid 74.5 of her hours in addition to her weekly salary. Thomas’s payout was approved by Resolution 08042010-1 but the accrual



should not have been allowed to happen to that point. Total overpayment between 2010 and 2011 was \$4,980.21

	Year	Hours	Paid
Engel	2010	66.25	\$ 1,446.13
Lenz	2011	61	\$ 960.75
Herrig	2011	28	\$ 581.22
Thomas	2010	74.5	\$ 1,992.11
	<b>Total</b>		<b>\$ 4,980.21</b>

**Vacation Time Accrual and Payouts**

Resolution 011603-3, dated January 16, 2006, approved an employee benefit list which states: "The employee is allowed to carry over a maximum of (80) hours of vacation time each year. This must all be used in the calendar year."

During the reviewed period of 2006-2011, all full-time employees were allowed to carry over more than 80 hours.

	Year End Carry-Over					
	2006	2007	2008	2009	2010	2011
Engel	285.2	236.01	163.51	119.01	134.13	129.39
Lenz	3.08	17.38	56.34	77.34	61.42	93.06
Herrig	122.67	145.98	118.98	110.23	97.85	0*
Thomas	unavail	unavail	105.92	104.67	191.54	0*

Upon resignation in 2011, Herrig and Thomas were both paid for the excess of hours resulting in overpayment of \$3,342.43

	Paid			Actual			Variance
	Accrued	Earned	Payout	Accrued	Earned	Payout	
Herrig	97.85	113.19	\$ 4,412.85	80	113.19	\$ 4,039.60	\$ 373.24
Thomas	191.54	60.6	\$ 6,711.97	80	60.6	\$ 3,742.77	\$ 2,969.19

**Payroll Discrepancies**

A review of individual employee timecards compared to payroll summaries from January of 2006 through June of 2011 revealed several instances of over and underpayment as well as times where employee time off was not properly entered into the payroll system resulting in incorrect accruals and payouts during the time period.

January 2006 – June 2011				
	Hours Worked	Personal	Sick	Vacation
Engel	0.5	0	-5.25	-9.5
Herrig	-3.25	0	5.25	19.5
Lenz	-7	0	-2.5	88
Leyden	0	8	8.75	8
<b>Total 110.5 Hours</b>				

Because of a change in payroll systems and the unavailability of October-December 2007 payroll summaries, 2006 and 2007 are not reconciled for hours worked and 2007 is not reconciled for time off. With the information provided, the result was a net overpayment of 110.5 hours.

Payout of those hours based on the wage the employee was earning at the end of 2011 is as follows:

	Hours Variance	2011 Hourly Rate	Over/Under Payment
Engel	-14.25	\$ 35.07	\$ (499.75)
Herrig	21.5	\$ 20.91	\$ 449.57
Lenz	78.5	\$ 15.75	\$ 1,236.38
Leyden	24.75	\$ 14.94	\$ 369.77
<b>Total</b>			<b>\$ 1,555.96</b>

**RESOLUTION #10032016-03**

**RESOLUTION ACCEPTING THE NEW ZONING ORDINANCE FOR THE CITY OF RIVERSIDE IOWA**

**Whereas**, the City Council of the City of Riverside, Iowa held a public hearing for the purpose of receiving input and suggestions from the general public concerning the City's Zoning Ordinance Update. A zoning ordinance is intended to provide reasonable rules and regulations for the development of a community to protect the health, safety and welfare of the general public. The Public Hearing was held during the City Council meeting on Monday, September 19, 2016, at 6:45 p.m., at City Hall.

**Therefore**, be it resolved the City of Riverside City Council does hereby adopt the new Zoning Ordinance for the City of Riverside, Iowa.

It was moved by Councilperson \_\_\_\_\_, seconded by Councilperson \_\_\_\_\_, to adopt the foregoing resolution.

Roll Call: Schneider, Redlinger, Sexton, Weber, Schnoebelen

Ayes:

Nays:

Absents:

**1<sup>st</sup> Reading of Zoning Ordinance by Riverside City Council was read on the 19<sup>th</sup> day of September.**

2<sup>nd</sup> Reading of Zoning Ordinance by Riverside City Council was read on this 3<sup>rd</sup> day of October and 3<sup>rd</sup> reading was waived.

Passed by the City Council of Riverside, Iowa and approved this 3<sup>rd</sup> day of October, 2016.

Signed: \_\_\_\_\_

Allen Schneider, Mayor

Attest: \_\_\_\_\_

Lory Young, City Clerk

**RESOLUTION #10032016-04**

**RESOLUTION TO SET THE DATE FOR PUBLIC HEARING TO  
SELL PROPERTY TO DOUG HAVEL**

**WHEREAS**, the City of Riverside, Iowa, will set the date to hold a public hearing to sell property located east of Bud’s Custom Meats to Doug Havel on October 17th, 2016 at 6:45 p.m. in the City Council Chambers located at the Riverside City Hall, 60 North Greene Street, Riverside, Iowa.

**THEREFORE, BE IT RESOLVED**, The City of Riverside City Council, hereby approves the date for the Public Hearing.

**IT WAS MOVED BY** Councilperson \_\_\_\_\_, seconded by Councilperson \_\_\_\_\_ that the foregoing resolution be adopted.

**Roll Call Vote:** Schneider, Sexton, Schnoebelen, Weber, Redlinger

Ayes:

Nays:

Absent:

Signed: \_\_\_\_\_  
Allen Schneider, Mayor

Attest : \_\_\_\_\_  
Lory Young, City Clerk

**Lory Young**

---

**From:** Glen Meisner <G.meisner@mmsconsultants.net>  
**Sent:** Friday, September 16, 2016 4:43 PM  
**To:** lory@cityofriversideiowa.com  
**Subject:** FW: Old Railroad Subdivision  
**Attachments:** OldRailroadSubd.pdf; \_Certification\_.htm

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Lory,  
Washington County is requiring us to convert the plat to a minor subdivision. Please inform the council as such. We grabbed a name of the subdivision. Please feel free to change. We will need to go to P&Z.  
Glen



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**Glen Meisner, P.L.S. & P.E.**

*Partner*

Office: (319) 351-8282

Mobile: (319) 631-2705

[G.meisner@mmsconsultants.net](mailto:G.meisner@mmsconsultants.net)

[www.mmsconsultants.net](http://www.mmsconsultants.net)

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---

**From:** Lori Yoder [<mailto:L.yoder@mmsconsultants.net>]

**Sent:** Friday, September 16, 2016 3:49 PM

**To:** [g.meisner@mmsconsultants.net](mailto:g.meisner@mmsconsultants.net)

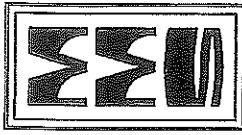
**Subject:** Old Railroad Subdivision

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Date	Revision

PRELIMINARY AND FINAL PLAT  
OLD RAILROAD SUBDIVISION

A PORTION OF THE  
SE 1/4 SW 1/4 OF  
SEC. 9-77N-R6W OF THE  
5TH P.M., TOWN OF RIVERSIDE  
WASHINGTON COUNTY, IOWA

MMS CONSULTANTS, INC.  
Date: 9/8/2016  
Designed by: GDM  
Field Book No: 1152  
Drawn by: MAS  
Scale: 1"=60'  
Checked by: GDM  
Sheet No: 1  
Project No: IC 2246-029  
of: 1

**PRELIMINARY AND FINAL PLAT  
OLD RAILROAD SUBDIVISION  
TOWN OF RIVERSIDE, WASHINGTON COUNTY, IOWA**

**LEGAL DESCRIPTION**

A PORTION OF THE SOUTHEAST ONE-QUARTER OF THE SOUTHWEST ONE-QUARTER OF SECTION 9, TOWNSHIP 77 NORTH, RANGE 6 WEST OF THE 5TH PRINCIPAL MERIDIAN, TOWN OF RIVERSIDE, WASHINGTON COUNTY, IOWA, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHEAST CORNER OF LOT 1, TENER TRIANGLE SUBDIVISION, RIVERSIDE, WASHINGTON COUNTY, IOWA, ACCORDING TO THE PLAT RECORDED IN BOOK 24, PAGE 17 IN THE RECORDS OF THE WASHINGTON COUNTY RECORDERS OFFICE; THENCE S84°45'18"W, ALONG THE EASTERLY LINE OF SAID LOT 1, AND ITS SOUTHERLY EXTENSION, 83.38 FEET, TO THE SOUTHWEST CORNER OF A TRACT OF LAND DESCRIBED IN A WARRANTY DEED RECORDED AS INSTRUMENT #2016-002, IN SAID RECORDERS OFFICE AND THE POINT OF BEGINNING; THENCE N73°44'27"E, ALONG THE SOUTHERLY LINE OF SAID TRACT OF LAND, 130.05 FEET; THENCE N84°38'31"W, ALONG THE SOUTHERLY LINE OF SAID TRACT OF LAND, 30.00 FEET; THENCE N66°22'48"E, ALONG THE SOUTHERLY LINE OF SAID TRACT OF LAND, 79.14 FEET TO A POINT ON THE SOUTHERLY RIGHT-OF-WAY LINE OF IOWA STATE HIGHWAY NO. 22; THENCE S82°57'29"W, ALONG SAID SOUTHERLY RIGHT-OF-WAY LINE, 111.05 FEET; THENCE S12°06'47"W, 31.45 FEET; THENCE N85°51'19"E, ALONG SAID SOUTHERLY EXTENDED LINE, 99.33 FEET TO THE POINT OF BEGINNING, CONTAINING 0.38 ACRES (16.43 SQUARE FEET) AND IS SUBJECT TO EASEMENTS AND RESTRICTIONS OF RECORD.

**LEGEND AND NOTES**

- CONGRESSIONAL CORNER, FOUND
- CONGRESSIONAL CORNER, RECORDED LOCATION
- PROPERTY CORNER, FOUND (or noted)
- PROPERTY CORNER, NOT FOUND
- (5/8" Iron Pin, 1/4" x 1/8" Plastic LS Cap embossed with "MMS")
- (5/8" Iron Pin, 1/4" x 1/8" Plastic LS Cap)
- PROPERTY 6/4" BOUNDARY LINES
- CONGRESSIONAL SECTION LINES
- CENTER LINES
- LOT LINES, INTERNAL
- LOT LINES, EXTERNAL
- EASEMENT LINES, WIDTH & PURPOSE NOTED
- EXISTING EASEMENT LINES, PURPOSE NOTED
- MEASURED DIMENSIONS
- CURVE SECURITY NUMBER
- UNLESS NOTED OTHERWISE, ALL DIMENSIONS ARE IN FEET AND DIMENSIONS

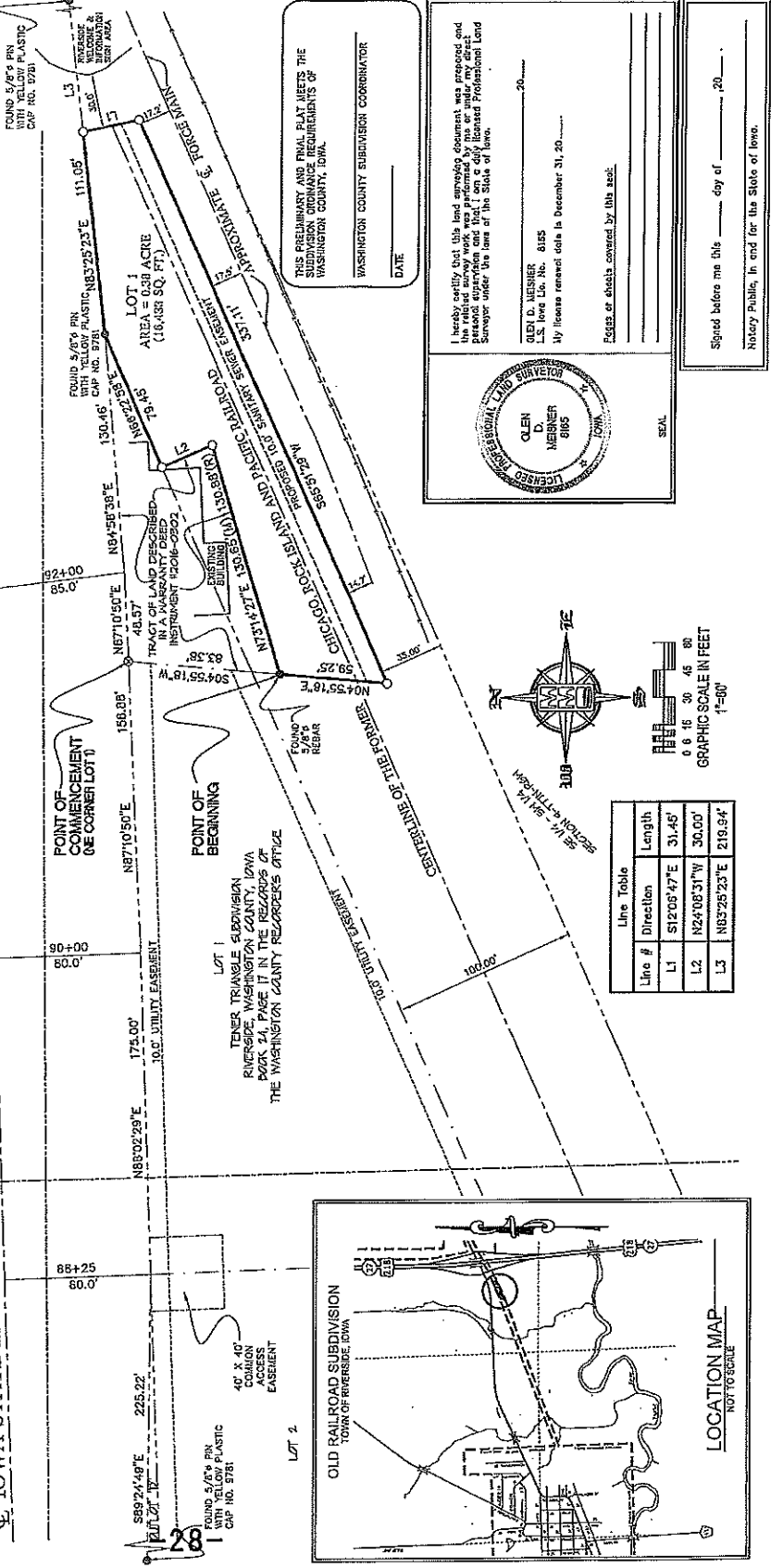
THIS PRELIMINARY AND FINAL PLAT IS APPROVED BY THE  
TOWN OF RIVERSIDE, IOWA.

BY: \_\_\_\_\_  
CITY CLERK

PREPARED BY: MMS CONSULTANTS, INC. 1917 S. GILBERT ST. IOWA CITY, IOWA 52240 (319) 351-8282  
OWNERS/SUBDIVIDER:  
BILL SUEPPEL  
TOWN OF RIVERSIDE  
P.O. BOX 186  
RIVERSIDE, IOWA 52327

OWNERS/SUBDIVIDER:  
MEARSON SUEPPEL & DOWNER PLC  
122 SOUTH LINN STREET  
IOWA CITY, IOWA 52240

**IOWA STATE HIGHWAY NO. 22**



THIS PRELIMINARY AND FINAL PLAT MEETS THE SUBDIVISION ORDINANCE REQUIREMENTS OF WASHINGTON COUNTY, IOWA.

WASHINGTON COUNTY SUBDIVISION COORDINATOR

DATE: \_\_\_\_\_

I hereby certify that this land assembly document was prepared and the related survey work was performed by me or under my direct personal supervision and that I am a duly licensed Professional Land Surveyor under the laws of the State of Iowa.

OLEN D. WERNER  
I.S. License No. 8185  
My license renewal date is December 31, 20\_\_\_\_.

PAGES or SHEETS COVERED BY THIS ASSE: \_\_\_\_\_

SEAL

Signed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

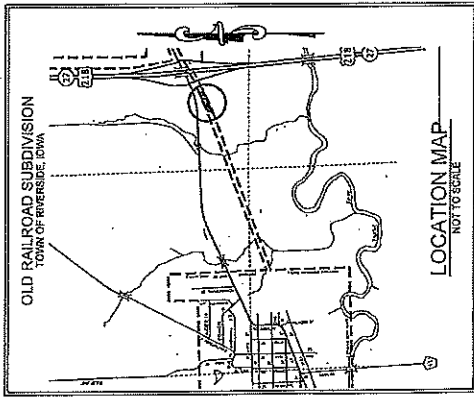
Notary Public, in and for the State of Iowa.

SEAL

OLEN D. WERNER  
LICENSED PROFESSIONAL LAND SURVEYOR  
IOWA  
8185

GRAPHIC SCALE IN FEET  
1"=60'

Line #	Direction	Length
L1	S12°06'47"E	31.45'
L2	N24°06'31"W	30.00'
L3	N82°25'23"E	219.94'



**RESOLUTION #10032016-05**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RIVERSIDE,  
IOWA APPROVING THE APPLICATION FOR THE PURPOSE OF  
RECEIVING BENEFITS FROM THE WASHINGTON COUNTY  
RIVERBOAT FOUNDATION**

**Whereas**, the Washington County Riverboat Foundation has grants funds available that target Community Development and Beautification, Economic Development, Arts and Education, Human and Social Needs, and

**Whereas**, the Washington County Riverboat Foundation has a grant application cycle for Grants, and, the City of Riverside is supportive of these targets for improvements to the community and County, and one or more applications from the City of Riverside, Iowa deals with tourism.

**Now, therefore be it resolved**, by the City Council of the City of Riverside, Iowa that the City authorizes the following grant application to be submitted to the Washington County Riverboat Foundation for the Fall 2016 grant cycle in the amount of \$15,000.00 for the life size statue of Captain James T. Kirk to be placed in the City Park.

Motion made by Councilperson \_\_\_\_\_, seconded by Councilperson \_\_\_\_\_, to pass the foregoing resolution.

Roll Call: Schneider, Redlinger, Sexton, Weber, Schnoebelen

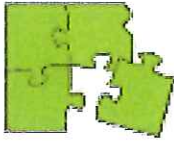
Ayes:

Nays:

Abstain/Absent:

Signed: \_\_\_\_\_  
Allen Schneider, Mayor

Attest: \_\_\_\_\_  
Lory Young, City Clerk



## GRANT APPLICATION

### Applicant Organization Information:

1. Applicant Organization: Riverside Area Community Club
2. Mailing Address: PO Box 55
3. City, State, Zip: Riverside, IA 52327
4. Federal Tax ID#: 42-2465749
5. Date (Year) Organized: 1968
6. Website: trekfest.com
7. Tax Exempt Category:  501c(3),  501c(4),  501c(6),  School District  
(Check only one)  City/County Gov't,  Other:
8. Applicant has read and agrees with the current grant guidelines:  Yes  No  
(Grant App. Guidelines & Instructions are available online or from the WCRF Office)

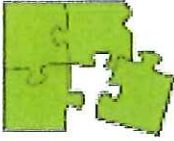
### Contact Information:

9. Primary Contact Name: Steve Miller
10. Title in Organization: member
11. Daytime Phone: 319-331-4109 Evening Phone: 319-331-4109
12. E-mail address: iowamillers@outlook.com
13. Alternate Contact Name: Becky LaRouche
14. Alternate Phone: 319-648-2982 Alt. E-mail: becky@cityofriversideiowa.com

### Project/Program Information:

15. Project Title: Captain Kirk Statue
16. Project Address: Main street riverside, site to be determined.
17. WCRF Funding Requested: \$15,000.00
18. Matching Funds: \$20,000.00
19. Total Cost (17+18): \$35,000.00 (include itemized budget if over \$5,000)
20. Anticipated project start: Spring 2017
21. Anticipated date WCRF funds will be needed: March 2017





22. Provide a brief description of the project you are seeking funds for **(10 lines or less)**. Please include an explanation of how this proposal will benefit residents of Washington County. You may attach additional pages to describe your project/program in more detail. Additional supporting material may also be submitted.

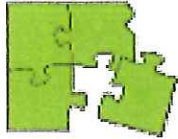
Since 1985 Riverside, Iowa has been the future birthplace of Star Trek's Captain Kirk. There are several locations and fixtures in the city to further that claim. There is also our annual celebration, Trek Fest that brings thousands to the area. 2016 is the 50th anniversary of the programs premier on television. With that in mind during the next three years, which was the time the series ran on television, we thought it fitting to boost our exposure and add an attraction for the thousands of tourists that visit here each year by adding a statue of our famous future son of Riverside, Captain Kirk.

23. Please explain the impact of the WCRF funding in numbers (such as: number of participants or persons impacted, cost per participant, number of units, statistics from past projects, etc.). **(10 lines or less)**

The Riverside museum was visited by over 6000 visitors in the past year, and it is staffed by volunteers and only open a few days a week outside of the summer. The addition of a statue of Captain Kirk and the publicity it will generate in print, radio, TV and on line will attract even more interest to the area. There is currently a go-fund-me account set up on line and local businesses and star trek fan clubs are being contacted for donations.

24. In the space below, explain how the project/program will address the Foundation's interest category. **(7 lines or less)** See WCRF Grant Application Guidelines & Instructions document.

The Captain Kirk statue project covers three of the four WCRF interests. by creating more tourism the project applies to the economic deveopment leg of WCRF interests. More tourism means more money in the county economy. Placing the statue in downtown Riverside or one of the parks on the highway will encourage community development. The Star Trek fans that visit Riverside and Washington County each year are a financial boon equivalent to found money. Our efforts to attract them to the area will pay financial dividends for years to come.



25. List name of matching funding sources and if contribution is projected (P) or confirmed (C). Private donations can generally be grouped together as one line item. Line "A" should show any cash contribution from the Applicant organization. **Do not include "in-kind" (non-cash) contributions in this table.** The "Total Matching Funds" should equal Line 18.

Source of Match Funds	Projected or Confirmed	Confirming letter attached ?	Amount
A. (Applicant) Riverside Area Comm. Club	Confirmed	<input checked="" type="checkbox"/>	\$ 5,000
B. City of Riverside	Confirmed	<input checked="" type="checkbox"/>	\$ 10,000
C. Current donations to the project	Confirmed	<input checked="" type="checkbox"/>	\$ 1100
D. additional fund raising	Projected	<input type="checkbox"/>	\$ 3,900
E.	Projected	<input type="checkbox"/>	\$
F.	Projected	<input type="checkbox"/>	\$
<b>Total Matching Funds:</b>			<b>\$ 20000</b>

26. Complete the following budget form. List each work element for the project. To show the source of matching funds, reference the letter (A, B, C, etc.) from the table in Line 25. More than one source (letter) may be entered for a single work element. The Total Matching Fund should equal the amount entered in Line 18. The Total WCRF Funding Request should equal the amount entered in Line 17. **If the total project is over \$5,000, please attach a detailed itemization of the expected project expenses.**

Work Element	Matching Fund Source (letters)	Matching Fund \$ Amount	WCRF Funding Request	Total
1. Bronze cast statue	A,B,C	\$ 18,000	\$ 14,000	\$ 32,000
2. Delivery and set up	A,B,C	\$ 2,000	\$ 1,000	\$ 3,000
3.		\$	\$	\$
4.		\$	\$	\$
5.		\$	\$	\$
6.		\$	\$	\$
7.		\$	\$	\$
<b>TOTAL</b>		<b>\$ 20,000</b>	<b>\$ 15,000</b>	<b>\$ 35,000</b>

NOTE: The WCRF does not normally fund personnel expenses, except for outside contracted services for specific projects. Personnel expenses include salaries and benefits for full- and part-time employees. Capital expenses include construction or remodeling costs. Equipment expenses include machinery, tools, vehicles, and appliances that are likely to remain in use for more than one year. Supplies refers to items which are consumable



27. Explain the source of additional matching funds shown in Questions 25 and 26, and the amounts necessary to complete the project/program. Include cash contributions from all other sources besides the WCRF. If a capital campaign or pledge drive is in progress or planned and shown in Line 25, please provide details about how this effort will be executed. If Foundation funding will be used to leverage other funds that have not yet been committed, please include a detailed description of the process or plan to receive those funds. Explain the anticipated timeline on receiving the matching funds. If necessary, attach an additional sheet. **Letters or documentation of confirmed matching funds, on the letterhead of the funding source, must accompany this application.**

Using donation jars, a go-fund-me account on line and individual contact with area businesses we anticipate bringing in over the money needed to complete the project, to date our donations total is over \$11,109.00 towards that figure.

28. Explain any "in kind" non-cash contributions, if any. Include donated time, labor, materials, etc. Note that these "in kind" contributions should not be included in the matching funds (Line 18) or in the Total Cost of the project (Line 19).

NA

29. Has your project been started? If yes what is the status?

Only the fund raising has started. The statue will require over 6 months from the time the project is authorized until it is completed. That authorization will not be given until the vast majority of funds have been raised.

30. How will the project be affected if it receives less funding from the WCRF or from other anticipated funding sources? (For example, will the project be downsized, will the applicant organization increase its funding to make up the difference, would the project be canceled, would a plan to raise more private donations be implemented, etc.?)

The fund raising will stretch out much longer than the three years we had hoped to complete the work. Interest may wane so the funding becomes much more difficult.

31. Explain how the Washington County Riverboat Foundation will be recognized by your organization for contributing to the project/program. **(6 lines or less)**

A plaque with the WCRF prominently mentioned will be placed at the base of the statue asserting our fervent hope that the WCRF will live long and prosper.



32. I hereby affirm that this application has been approved by its governing body. All data in this application and supporting material are correct and true. If awarded funds by the WCRF, the Applicant will comply with WCRF guidelines and grant agreement.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Signed by Primary Contact from Line 9.)

To complete the application process,

1. E-mail the completed **MS Word digital version** of the application (without signatures) to [wcrf@riverboatfoundation.org](mailto:wcrf@riverboatfoundation.org).
2. Submit one completed and signed original application, along with one copy of the following (do not attach to the 15 copies) unless you are a school or governmental body:
  - ✓ Resolution authorizing submission from governmental body (if applicable).
  - ✓ IRS Non-Profit Determination letter (for non-governmental organizations)
  - ✓ Iowa Secretary of State "Certificate of Standing"
  - ✓ Front page from most recent federal 990 income tax form.
3. Submit **15** complete copies of the application (including any supporting materials such as itemized budget details, project descriptions, maps, letters confirming matching funds, etc.)
4. Submit this application in its original form (no colored paper, plastic covers, folders, or coversheets) Do not reformat this application form. Do not fax the application. Please staple each application.

by **5:00pm on Wednesday, October 5, 2016** to:

Washington County Riverboat Foundation  
 205 West Main St.  
 Washington, IA 52353  
[wcrf@riverboatfoundation.org](mailto:wcrf@riverboatfoundation.org)

\*\* Please note that your application becomes a public document upon submission. \*\*

**RESOLUTION #10032016-06**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RIVERSIDE,  
IOWA APPROVING THE APPLICATION FOR THE PURPOSE OF  
RECEIVING BENEFITS FROM THE WASHINGTON COUNTY  
RIVERBOAT FOUNDATION**

**Whereas**, the Washington County Riverboat Foundation has grants funds available that target Community Development and Beautification, Economic Development, Arts and Education, Human and Social Needs, and

**Whereas**, the Washington County Riverboat Foundation has a grant application cycle for Grants, and, the City of Riverside is supportive of these targets for improvements to the community and County, and one or more applications from the City of Riverside, Iowa deals with tourism.

**Now, therefore be it resolved**, by the City Council of the City of Riverside, Iowa that the City authorizes the following grant application to be submitted to the Washington County Riverboat Foundation for the Fall 2016 grant cycle for The Three Seasons Riverboat Lodge at Hall Park in the amount of \$250,000.00

Motion made by Councilperson \_\_\_\_\_, seconded by Councilperson \_\_\_\_\_, to pass the foregoing resolution.

Roll Call: Schneider, Redlinger, Sexton, Weber, Schnoebelen

Ayes:

Nays:

Abstain/Absent:

Signed: \_\_\_\_\_  
Allen Schneider, Mayor

Attest: \_\_\_\_\_  
Lory Young, City Clerk



# GRANT APPLICATION

## Applicant Organization Information:

- 1. Applicant Organization: CITY OF RIVERSIDE
- 2. Mailing Address: P.O. BOX 188
- 3. City, State, Zip: RIVERSIDE, IA 52327
- 4. Federal Tax ID#: 42-6005154
- 5. Date (Year) Organized: 1872
- 6. Website: cityofriversideiowa.com
- 7. Tax Exempt Category:  501c(3),  501c(4),  501c(6),  School District  
(Check only one)  City/County Gov't,  Other:
- 8. Applicant has read and agrees with the current grant guidelines:  Yes  No  
(Grant App. Guidelines & Instructions are available online or from the WCRF Office)

## Contact Information:

- 9. Primary Contact Name: LORY YOUNG
- 10. Title in Organization: CITY CLERK
- 11. Daytime Phone: 319-648-3501 Evening Phone: 319-330-6490
- 12. E-mail address: lory@cityofriversideiowa.com
- 13. Alternate Contact Name: BECKY LaROCHE
- 14. Alternate Phone: 319-330-3091 Alt. E-mail: becky@cityofriversideiowa.com

## Project/Program Information:

- 15. Project Title: RIVERBOAT LODGE
- 16. Project Address: HALL PARK, RIVERSIDE, IA
- 17. WCRF Funding Requested: \$250,000.00
- 18. Matching Funds: \$285,000.00
- 19. Total Cost (17+18): \$535,000.00 (include itemized budget if over \$5,000)
- 20. Anticipated project start: MARCH 1, 2017
- 21. Anticipated date WCRF funds will be needed: JUNE 30, 2017



22. Provide a brief description of the project you are seeking funds for **(10 lines or less)**. Please include an explanation of how this proposal will benefit residents of Washington County. You may attach additional pages to describe your project/program in more detail. Additional supporting material may also be submitted.

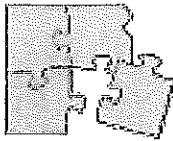
The City has purchase a parcel of property next to our current Hall Park. We are seeking funds to construct a three seasons shelter. This project will clean up a dilapidated area and expand our green space and enhance our City Park. The shelter will be available for use by the general public. Cleaning up this area, and turning it into additional park space will benefit everyone in our community from the enhancement of our Hall Park. People entering the city from the south side will see a beautiful shelter surrounded by green space, rain garden, plants and flowers.

23. Please explain the impact of the WCRF funding in numbers (such as: number of participants or persons impacted, cost per participant, number of units, statistics from past projects, etc.). **(10 lines or less)**

The current park shelters located in our parks are used throughout the warm months by our local Cub Scout & Boy Scout troops, Brownie & Girls Scout Troops, 4-H Clubs, County Extension for Children Day Camps and YMCA of Washington County for Camp Highland. Birthday parties, family reunions, Trek Fest, fund raisers, Baseball & Softball games, & other community events use our parks. This enclosed shelter will be available for public use eight months out of the year. Having a Three Seasons Shelter in our City Park will provide opportunities to strengthen families and quality of life in Riverside.

24. In the space below, explain how the project/program will address the Foundation's interest category. **(7 lines or less)** See WCRF Grant Application Guidelines & Instructions document.

The City purchased this dilapidated property to revitalize the area and create a more viable neighborhood next to our City Park. The Riverside Volunteer Fire Department will be removing the old house and out buildings, using them as a training opportunity for educational hours for the volunteers of the department. Washington County Sherriff's Dept. used the building for a couple of regional training exercises. Removing the old house, outbuilding, old trees, and vegetation will enhance the safety and appearance of the property we are incorporating into Hall Park.



25. List name of matching funding sources and if contribution is projected (P) or confirmed (C). Private donations can generally be grouped together as one line item. Line "A" should show any cash contribution from the Applicant organization. **Do not include "in-kind" (non-cash) contributions in this table.** The "Total Matching Funds" should equal Line 18.

Source of Match Funds	Projected or Confirmed	Confirming letter attached ?	Amount
A. (Applicant)	Projected	<input checked="" type="checkbox"/>	\$ 285,000
B.	Projected	<input type="checkbox"/>	\$
C.	Projected	<input type="checkbox"/>	\$
D.	Projected	<input type="checkbox"/>	\$
E.	Projected	<input type="checkbox"/>	\$
F.	Projected	<input type="checkbox"/>	\$
<b>Total Matching Funds:</b>			\$ 285,000.

26. Complete the following budget form. List each work element for the project. To show the source of matching funds, reference the letter (A, B, C, etc.) from the table in Line 25. More than one source (letter) may be entered for a single work element. The Total Matching Fund should equal the amount entered in Line 18. The Total WCRF Funding Request should equal the amount entered in Line 17. **If the total project is over \$5,000, please attach a detailed itemization of the expected project expenses.**

Work Element	Matching Fund Source (letters)	Matching Fund \$ Amount	WCRF Funding Request	Total
1. PURCHASE PROPERTY	A	\$ 110,000	\$	\$ 110,000
2. SIGHT PREP	A	\$ 50,000	\$	\$ 50,000
3. CEMENT WORK	A	\$ 125,000	\$	\$ 125,000
4. SHELTER	A	\$	\$ 250,000	\$ 250,000
5.		\$	\$	\$
6.		\$	\$	\$
7.		\$	\$	\$
TOTAL		\$ 285,000	\$ 250,000	\$ 535,000

NOTE: The WCRF does not normally fund personnel expenses, except for outside contracted services for specific projects. Personnel expenses include salaries and benefits for full- and part-time employees. Capital expenses include construction or remodeling costs. Equipment expenses include machinery, tools, vehicles, and appliances that are likely to remain in use for more than one year. Supplies refers to items which are consumable





27. Explain the source of additional matching funds shown in Questions 25 and 26, and the amounts necessary to complete the project/program. Include cash contributions from all other sources besides the WCRF. If a capital campaign or pledge drive is in progress or planned and shown in Line 25, please provide details about how this effort will be executed. If Foundation funding will be used to leverage other funds that have not yet been committed, please include a detailed description of the process or plan to receive those funds. Explain the anticipated timeline on receiving the matching funds. If necessary, attach an additional sheet. **Letters or documentation of confirmed matching funds, on the letterhead of the funding source, must accompany this application.**

Resolution approved by Riverside City Council attached.

28. Explain any "in kind" non-cash contributions, if any. Include donated time, labor, materials, etc. Note that these "in kind" contributions should not be included in the matching funds (Line 18) or in the Total Cost of the project (Line 19).

The usable items in the house will be removed by RACC volunteers and donated for resale by Habitat for Humanity.

29. Has your project been started? If yes what is the status?

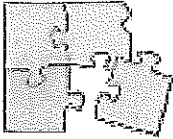
City has purchased of the property. The fire department will train on Oct. 15th, and will burn the home on October 30th, 2016. Some trees will be removed before the controlled burn to reduce risk of catching fire.

30. How will the project be affected if it receives less funding from the WCRF or from other anticipated funding sources? (For example, will the project be downsized, will the applicant organization increase its funding to make up the difference, would the project be canceled, would a plan to raise more private donations be implemented, etc.?)

The City feels it's very important to revitalize this area since it is adjacent to our current City Park which is heavily used by our community families 7-8 months out of the year. We are committed to this project and we will continue to seek WCRF funds until the project is completed.

31. Explain how the Washington County Riverboat Foundation will be recognized by your organization for contributing to the project/program. **(6 lines or less)**

The City will place signage on the outside and the inside of the enclosed shelter, local media, and placed on the City website in recognition of funds donated from the foundation.



32. I hereby affirm that this application has been approved by its governing body. All data in this application and supporting material are correct and true. If awarded funds by the WCRF, the Applicant will comply with WCRF guidelines and grant agreement.

Signed: *Lory Young* Date: 9/28/16  
(Signed by Primary Contact from Line 9.)

To complete the application process,

1. E-mail the completed **MS Word digital version** of the application (without signatures) to [wcrf@riverboatfoundation.org](mailto:wcrf@riverboatfoundation.org).
2. Submit one completed and signed original application, along with one copy of the following (do not attach to the 15 copies) unless you are a school or governmental body:
  - ✓ Resolution authorizing submission from governmental body (if applicable).
  - ✓ IRS Non-Profit Determination letter (for non-governmental organizations)
  - ✓ Iowa Secretary of State "Certificate of Standing"
  - ✓ Front page from most recent federal 990 income tax form.
3. Submit **15** complete copies of the application (including any supporting materials such as itemized budget details, project descriptions, maps, letters confirming matching funds, etc.)
4. Submit this application in its original form (no colored paper, plastic covers, folders, or coversheets) Do not reformat this application form. Do not fax the application. Please staple each application.

by **5:00pm on Wednesday, October 5, 2016** to:

Washington County Riverboat Foundation  
205 West Main St.  
Washington, IA 52353  
[wcrf@riverboatfoundation.org](mailto:wcrf@riverboatfoundation.org)

\*\* Please note that your application becomes a public document upon submission. \*\*

**RESOLUTION #10032016-07**

**RESOLUTION TO ALLOW RIVERSIDE AREA COMMUNITY CLUB TO PLACE THE LIFE SIZE STATUE OF CAPTAIN KIRK ON CITY PROPERTY**

**WHEREAS**, the Riverside City Council gives the Riverside Area Community Club permission to place the life size statue of Captain James T. Kirk on City property.

**THEREFORE, BE IT RESOLVED**, The City of Riverside City Council, hereby approves placing the statue on City property.

**IT WAS MOVED BY** Councilperson \_\_\_\_\_, seconded by Councilperson \_\_\_\_\_ that the foregoing resolution be adopted.

**Roll Call Vote:** Schneider, Sexton, Schnoebelen, Weber, Redlinger

Ayes:

Nays:

Absent:

Signed:

\_\_\_\_\_  
Allen Schneider, Mayor

Attest :

\_\_\_\_\_  
Lory Young, City Clerk